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| Please complete this form thoroughly. |
| **UofM Facility Use Procedure Template** |
| **Introduction**The primary purpose of the use of university facilities is to support the university's educational and research mission. University facilities are primarily used for academic courses, educational and university-sponsored events, and programs or activities for university students. This policy is intended to set forth the processes, procedures, and requirements for the use of university facilities and to facilitate the efficient, safe, and orderly use of such facilities, consistent with the university's educational mission.  |
| **Scope of Policy:** * Major Unit & Department Name:
* Building Name (if the policy pertains to specific rooms within the building list room ):
* Contact Information (name, phone number, unique name):

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| --- | --- |
| Name: |   |
| Phone Number: |   |
| Unique Name: |   |

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| **Applicability:**Who may schedule the use of the facilities? (check all that apply) [ ]  University of Michigan colleges, schools, departments/units, students, and organizations [ ]  Affiliated individuals or organizations with the University of Michigan [ ]  Non-affiliated individuals or organizations (add the following 2 bullets if this box is checked* The use of university facilities by external groups or for events that are not affiliated with a university department or group may also be permitted in accordance with this policy with a signed contract.
* Permission given to any individual or group to use any University facilities does not imply endorsement, sponsorship, or support by the University of the views, opinions, programs, or activities of the users, speakers, presenters, or organizers.
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| **Definitions:****Event** - means any planned gathering of individuals or groups, including, but not limited to, performances, forums, rallies, dances, speakers, conferences, concerts, lectures, social functions, celebrations, protests, tailgates, meetings, and other presentations. **External Group** means any group, organization, person, or program not directly affiliated with the University. For purposes of this Policy, individuals who are employed by or affiliated with the University (e.g., alumni) shall be considered External Groups if they seek to use the University's buildings or facilities in an individual capacity or as a representative of a third-party organization. Additionally, student groups not [SOAR, RSO, SSO, or VSO](https://campusinvolvement.umich.edu/content/definitions) are considered external groups.**Internal Group** means any University department, program, or [student organization](https://campusinvolvement.umich.edu/content/definitions) requesting to use a University Facility for its own purposes. For purposes of clarification, a University department, program, or student organization is not considered an Internal Group if it is requesting the use of a University Facility on behalf of or for the use of an External Group. |
| **Policy:**1. **Location:**

If this policy applies only to specific locations within your facilities, list all applicable locations: If it applies to all locations, there is no need to list them individually.1. **Information Required for Requests:**

All requests to use university facilities listed above must be made in writing, accurately identify the individual or group making the request, provide an explicit description of the proposed event, provide the expected number of event attendees or participants, and provide information on any logistical needs required for the Event.1. **Timing of Requests:**

Requests must be made at least - list days/or weeks required. Note: In this text box you can have different deadlines for different groups (example: external requests must be 5 days in advance of event and external (if allowed) must give 60 days in advance).1. **Reservations:**

All facility reservations must be made through - please include contact information or a link to the website form. 1. **Fees:**

The facility usage fees are *\* list all room rental fees if any here. If there are different rates for students vs departments vs 3rd party requesters make sure to note the differences*. The requester may be responsible for additional costs related to the event, including but not limited to parking, security, audiovisual services, facilities damage, catering, custodial services, and technical equipment. All fees should be agreed upon or estimated before the event begins.1. **Written Agreements:**

The university requires groups to sign a written agreement to use its facilities. Once a request is made and approved, the facility contact will provide the agreement. This agreement must be signed by an authorized representative of the group and returned to the facility contact.1. **Non-Discrimination:**

No group using university facilities for any event shall discriminate on the basis of race, color, religion, national or ethnic origin, sex, gender identity, gender expression, sexual orientation, age, disability, veteran's status, or genetic information.1. **Signage and Promotional Displays:**

No signage or promotional displays related to events may be affixed to any university building or place on university grounds. All signage and promotional displays inside of the facility related to events must be approved in advance and must be removed at conclusion of the event.1. **Security, Life Safety, State/Federal Laws, and University Policies:**
* All individuals and groups reserving facilities must comply with published university and building policies, regulations, and guidelines, and all local, State, and Federal laws..
* State of Michigan Fire Code room capacities must be followed.
* All State and U-M alcohol policies must be followed:
	+ Any alcohol services with the facilities follow both of these guidelines and FAQ:
		- [**Guidelines for Serving Alcohol on University Property**](https://fo.umich.edu/wp-content/uploads/2024/02/Guidelines_for_Serving_Alcohol_on_University_Property.pdf)
		- [**Serving Alcoholic Beverages at Events on University of Michigan Campuses**](http://ogc.umich.edu/frequently-asked-questions/alcohol/)
* University activities or operations cannot be disrupted.
* Obstructing human or vehicle traffic, ways of ingress and egress, paths, corridors, staircases, aisles,and similar areas are not allowed.
* Occupants must cooperate with [Division of Public Safety and Security (DPSS)](https://www.dpss.umich.edu/) officers or other officials authorized by the University to act on behalf of the University.
* University administration reserves the right to require fire, police or other security personnel for events held in the building based on the time, place, type of event, number, and conduct of participants. There may be costs associated with security required at this event.
* - additional items if desired
1. **Insurance:**
* Non-university and VSO renters must provide to the university a certificate of insurance evidencing general liability insurance, available through [U-M Risk Management office](https://finance.umich.edu/treasury/risk-management).
* - additional items if desired
1. **Catering and Food:**
* All events at our facilities follow [food safety requirements](https://ehs.umich.edu/living-safely/food-safety/#:~:text=Environment%2C%20Health%20%26%20Safety%20(EHS,a%20fixed%20food%20service%20establishment).
* In accordance with Michigan Food Law, groups sponsoring events that are open, or advertised, to the public must serve food prepared in a licensed kitchen. Groups can serve food that has been prepared ahead of time at home only at events that are a private event.
* - additional items if desired
1. **Damages:**

All users of university facilities shall be fully responsible for any damage, loss, or destruction of university property that occurs as a result of an Event, ordinary wear, and tear excepted.1. **Tobacco-Free Campus**

The [University of Michigan is a tobacco-free campus](https://tobaccofree.umich.edu/) on ALL university properties.1. **Other Items:**

 - additional items if desired- items to consider adding: parking unique to facilities, deliveries, equipment and furniture, event storage spaces if any, sales and solicitation, and donations, cancellation policy, etc |